

Environmental Modifications

Definition: Those physical adaptations to the home, required by the participant's Support Plan, which are necessary to ensure the health, welfare and safety of the participant, or which enable the participant to function with greater independence, and without which, the participant would require institutionalization. Home is defined as nongovernment-subsidized living quarters, and modifications to any government-subsidized housing (i.e. group homes or community residential care facilities) are not permitted. Such adaptations may include the installation of ramps and grab-bars, widening of doorways, modification of bathroom facilities which are necessary to accommodate the medical equipment and supplies which are necessary for the welfare of the participant. Environmental Modifications should also include consultation and assessment to determine the specific needs and follow-up inspections upon completion of the project. Excluded are those adaptations or improvements to the home which are of general utility, and are not of direct medical or remedial benefit to the participant, such as carpeting, roof repair, central air conditioning, awning additions, etc. The following adaptations are excluded from this waiver benefit: modifications that add square footage to the home, pools, decks, stairs, elevators, breezeways, carports and hot tubs/whirlpools. All services shall be provided in accordance with applicable State or local building codes. Home accessibility adaptations may not be furnished to adapt living arrangements that are owned or leased by providers of waiver services. Approval of a request for environmental modification is a multi-step process. The modification is initially determined by the Waiver Case Manager/Early Interventionist based on the participant's need as documented in the Support Plan. According to State procurement policy, bids for the modification are obtained. This information is reviewed by SCDDSN staff for programmatic integrity and cost effectiveness. The environmental modification service must be within the lifetime monetary cap of \$7,500 per participant. The Waiver Case Manager/Early Interventionist will assist in identifying all appropriate resources, both waiver and non-waiver. Should it become necessary, the Waiver Case Manager/Early Interventionist will assist with transitioning the participant into institutional placement.

Note: Environmental modifications are not intended to provide financial assistance for any phase of new home construction or major home renovation projects. Routine and one-time home maintenance (e.g. siding repairs/replacement, gutter work, foundation repair, electrical wiring problems, etc.) are the sole responsibility of the homeowner or landlord.

The following are examples of possible adaptations that may be done as a part of Environmental Modifications (this list is not all inclusive):

- installation of a ramp to facilitate safe and easy entry to and exit from the home
- installation of grab-bars
- installation of a porch lift to facilitate safe and easy entry to and exit from the home (in certain situations a porch lift can be more feasible and cost effective than extensive ramping)
- widening of doorways to allow functional entry to the home, bathroom, bedrooms, etc.
- flooring modifications to facilitate easier propelling of a manual wheelchair (e.g. carpet is replaced with vinyl floor covering)
- modification of bathroom facilities to provide a more accessible means of maintaining personal hygiene and better independence and safety in bathing and grooming (e.g. wider bathroom door with lever hardware, a roll-in shower with customized grab-bars, roll-under sink, etc.)
- installation of specialized electrical and plumbing systems which are necessary to accommodate the medical equipment and supplies which are necessary for the welfare of the participant.

Service Limits: Environmental Modifications are limited to a lifetime monetary cap of \$7,500 per participant. Environmental Modification consultations cannot exceed \$600.

Providers: Environmental Modifications are provided by contractors licensed by the State of South Carolina through the SC Division of Labor, Licensing and Regulation or by the Contractor's Licensing Board, DDSN/DSN Boards/contracted providers or by those enrolled with SCDHHS as providers of Environmental Modifications.

Environmental Assessments/Consultations must be provided by licensed Medicaid enrolled Occupational or Physical Therapists, Medicaid enrolled Rehabilitation Engineering Technologists, Assistive Technology Practitioners and Assistive Technology Suppliers certified by the Rehabilitation Engineering Society of North American (RESNA), Medicaid enrolled Environmental Access/Consultants/contractors certified by Professional Resource in Management (PRIME).

Arranging for and Authorizing Services: To initiate the Environmental Modification process, the Waiver Case Manager/Early Interventionist must give the participant/legal guardian the Environmental Modifications Fact Sheet for Participants Who Live in Privately Owned or Rented Homes (ID/RD Info Sheet2) and fully explain its contents. This must be documented in service notes. There are two options for completing Environmental Modifications from which the participant/legal guardian may choose:

1. The participant/family may choose to have the SCDDSN Professional Design Team (PDT) complete the modification specifications using State Funds. If this option is selected, the PDT will also complete the procurement process.
2. The participant/family may also choose to arrange their own waiver funded Environmental Modification Assessment and work with their Waiver Case Manager to follow procurement. If the participant/legal guardian chooses to bypass the SCDDSN PDT process for completing an Environmental Modification, the participant/legal guardian must sign the Release of Liability form.

Once the participant's specific need has been identified and documented in the Support Plan, and it is determined that Environmental Modifications is the appropriate service to meet the need, the scope of the work/specifications must be developed. This should be done in consultation with the participant/family and should define the expected modification as clearly as possible, including measurements and specific materials to be used. The expected modifications can be defined by obtaining an Environmental Modification Consultation by using part of the \$7500.00 Environmental Modification cap. The cost for the consultation can be funded by the waiver and counts against the \$7,500 Environmental Modifications lifetime monetary cap. Environmental Modification Consultations are requested by entering the cost of the consultation onto the Waiver Tracking System under Environmental Modifications (\$26). Consultations do not require the submission of bids; however, the cost cannot exceed \$600 per consultation. Once approved, the consultation must be authorized using the Authorization for Environmental Modifications (ID/RD Form A-8). Consultations **cannot** be billed directly to the South Carolina Department of Health and Human Services.

Once the scope of the modification has been determined, a listing of available contractors should be shared with the participant/family or the participant should be made aware of the qualifications for contractors and asked to select contractors to give at list three written bids. This offering of choice of provider must be documented in the participant's file. The individual/agency that completes the Assessment/Consultation is ineligible to bid on the actual modification.

Obtaining Bids: When obtaining written bids for needed environmental modifications, if the modifications include a ramp, ramp repair, widening of doorways and/or interior floor surface modifications, the requirements listed below must be adhered to when the contractor is preparing the bid and later when the project is initiated and completed. This information must be given to the participant/legal guardian and/or family and must be

provided to the contractors when requesting at least three written bids. Furthermore, the written specifications for the project that were developed must be provided to each contractor, and each contractor's bid must be based on these specifications.

1. Ramps

Any ramp that is built through ID/RD Waiver funding must meet the following minimum requirements or comply with ANSI A117.1-1998.

Materials: Lumber must be treated. The use of treated lumber (rated for ground contact –) is required throughout the ramp (local building codes may be more specific as to the level of treatment in the lumber). Earth berming, used in conjunction with ramping, is permissible due to uneven terrain.

Width: The usable platform width of all ramps must be a minimum of 36” (thirty-six inches).

Slope: The slope or grade of the ramp must be no less than 1’ (one foot) of linear ramp for every 1” (one inch) of height that is to be ascended.

Designs: Fold-back (180 degree or 90 degree) turn designs are permissible. At each point where the ramp’s direction changes there must be a functional turning platform with adequate space for the participant’s mobility device to safely brake and/or change directions.

Wheelchair Turning Platforms/Landings: All turning platforms or “landings” (usually at the top end of the ramp or where the ramp changes directions) that lead directly into the home must be a minimum of 5’ x 5’ (five feet by five feet) for a safe, functional space to turn and enter the home. At any exterior entry/exit door, the turning platform should start at the hinged side of the door and extend beyond the latch side of the door to best utilize the available space to turn and maneuver a wheelchair.

Decking Material: All decking boards must be of sufficient thickness to maximize strength, provide stability, and maximize the life of the ramp.

Railings: All ramps should include handrails with pickets or other designs that will prevent wheelchairs from accidentally rolling off the sloped surface of the ramp.

Support Structures: Where it is necessary, such as in soft grass, soil, sand, loose gravel or muddy areas, or as local building codes dictate, all the ramp support posts and turning platform support posts shall be set in concrete for long-term stability.

Landing Pads: At the lower or ground end of the ramp, and where necessary, such as in soft grass, soil, sand, loose gravel or muddy areas, ramps shall include a concrete landing pad, measuring at least 4’x4’ (four feet by four feet), for function and safety. Ramps that end, for example, on a hardened surface or a concrete driveway usually do not require a concrete landing pad.

Repairs to Existing Ramps: If the project is to simply repair an existing ramp that is in unsatisfactory condition, the repairs must not in any way bring a ramp out of compliance with accessibility compliance regulations or exceed the cost of replacing the ramp with a new one.

2. Widening Doorways/Installing Door Hardware

Width: Whenever possible, a doorway must always be expanded to three (3) feet (or a 3’0” doorway). The three (3) foot door allows better function for a wider variety of mobility devices and can usually

accommodate upgraded wheelchair prescriptions. In some cases, existing architectural designs may prevent widening the door to a full three (3) feet. This should be brought to the attention of the Waiver Case Manager at any time prior to authorization of the project.

Lever Door Hardware: Lever-type door hardware must always be used when participants have limited hand/finger dexterity. In some cases, the custom mounting of large “D” pull-type handles might be necessary to maximize one’s independence in opening and closing doors. For participants with limited finger dexterity, locks for bedroom/bathroom doors should be of the push-to-lock design.

Thresholds: When doorways are widened, thresholds should be kept to a minimum maximum height of ½ inch or less, so as not to create a barrier for those participants who use manual wheelchairs and/or shower chairs.

3. Interior Floor Surface Modifications

Floor surface modifications typically entail removing existing carpet in certain areas of the home and replacing it with vinyl flooring. This is sometimes done in conjunction with a complex bathroom modification to facilitate easier wheelchair maneuvering directly associated with the ADL related to personal hygiene and safety. **This modification is not intended to provide floor surface replacement for an entire home or to use more expensive materials, such as hardwood.**

The Waiver Case Manager/Early Interventionist should assist the family/as needed in scheduling and arranging for written bids from contractors. Three (3) written bids must be obtained and submitted to SCDDSN in accordance with State Procurement and SCDDSN Directive 250-08-PD for approval before any work can be authorized. If three written bids could not be obtained, the Waiver Case Manager/Early Interventionist should submit any actual written bids received along with documentation of the bid requests, to include a list of the contractors the family requested written bids from whom did not comply. This issue will be considered when the written bids are reviewed and a decision will be made by SCDDSN Central Office, according to State Procurement, can be considered “a no bid” and count towards the three bid requirement. If not, continued efforts will be to three (3) written bids.

When a bid is received the Acknowledgement of Bid Submission for Environmental Modifications (ID/RD Form 59) must be completed and forward to the Provider/Contractor that submitted the bid. This must be done for each bid you receive. This communication notifies the provider/contractor that you have received their bid and they cannot proceed with beginning services without written authorization from the Waiver Case Manager/Early Interventionist.

At the time the three (3) written bids are submitted, the modification must be requested to the SCDDSN Waiver Administration Division. In all cases, the lowest bid must be indicated. In all cases, the award will be made to the lowest responsive and responsible bidder. If a bid is submitted from a contractor that has been debarred by the State of South Carolina Materials Management Office, then the bid will be dismissed and a new bid will have to be obtained.

If the participant/legal guardian has communicated concerns and issues about using the lowest bidder that involve possible bad references, proof of faulty work, complaints from the Better Business Bureau, etc. the Waiver Case Manager/Early Interventionist must submit in writing the reasons and concerns that the participant/legal guardian has about the provider. SCDDSN Central Office staff will examine this information and if legitimate, documented and substantiated concerns are noted, the second lowest bidder can be used to complete the modification.

Along with the written bids, you must complete the Acknowledgment of Lifetime Monetary Cap for Environmental Modifications (ID/RD Form E-1) with the participant/legal guardian. This form must be

submitted to the SCDDSN Waiver Administration Division along with the written bids and the Environmental Modification Consultation. The lifetime monetary cap for environmental modifications funded through the waiver is \$7,500. This amount **cannot** be exceeded. To assure that the lifetime monetary cap is not exceeded, each participant's file must be researched to determine if any Environmental Modifications have been funded by the ID/RD Waiver. The total dollar amount spent for modifications must be entered on the Acknowledgment of Lifetime Monetary Cap (ID/RD Form E-1) along with the dollar amount of the requested modification. This form must be signed by the participant or legal guardian.

Once the request for the modification has been approved on the Waiver Tracking System, the participant/legal guardian must be presented with the Environmental Modifications Project Agreement (ID/RD Form 60), agree to it terms and sign it before services can be authorized. Once the form is signed, the Waiver Case Manager/Early Interventionist can authorize the service.

The participant may also choose to bypass the waiver funded Consultation and have the Professional Design Team (PDT) and the SCDDSN Engineering Division complete the specifications and follow procurement using State Funds. The Waiver Case Manager will complete the following steps:

1. CM completes an Environmental Modification Pre-Assessment (EMPA).
2. CM sends the completed EMPA to the Central Office Waiver Coordinator, Jennifer Jaques, jjagues@ddsn.sc.gov who will review it for completion and need. If an update is needed on the progress of the modification, the CM will contact the Central Office Waiver Coordinator.
3. The Central Office Waiver Coordinator will forward the EMPA to the SCDDSN Engineering Division who will work with the PDT. The PDT or the Central Office Waiver Coordinator will contact the CM to schedule a home visit. The CM will send confirmation of the date of the visit, in writing, to the family as a reminder. The contact information for the PDT should be included in case of a scheduling conflict.
4. If the PDT requests any additional information, the CM will gather and send it at least one week prior to the visit.
5. The PDT reviews the information provided, the Architect makes a phone call to the family the day of the visit to confirm appointment. If no contact can be made, the PDT will notify CM that they must reschedule. If appointment is confirmed, the architect will make a site visit to the participant's home to take measurements and photographs of the existing conditions.
6. The PDT will prepare a proposal for design services which will include an understanding of the scope of work along with preliminary project budget (including a 20% contingency). The proposal is then submitted to the SCDDSN Engineering Division for approval.
7. Upon approval, the PDT will prepare the abbreviated bid documents (design specifications) and transmit the specifications to the Central Office Waiver Coordinator, who will forward the documents to the CM to present to the Home Owner/Participant/Family.
8. The CM will deliver the design specifications to the family and family will sign off on the specifications and the Environmental Modification Project Agreement to confirm their support and agreement. Questions should be directed to the Central Office Waiver Coordinator via phone or SComm. The Central Office Waiver Coordinator will follow up with the SCDDSN Engineering Division and/or the PDT, and will notify the Waiver Case Manager of the outcome.
9. The SCDDSN Engineering Division will solicit bids for the work defined in the bid documents following DDSN procurement policy (DDSN Directive 250-08-DD).
10. Bids will be received and Acknowledgement of Bid Submission form will be sent to the bidders.

11. Once the bids are received the lowest bidder will be checked by the SCDDSN Engineering Division to ensure they are a “responsible bidder”. If information arises to put their credibility into question and, if justified, the next lowest bidder will be interviewed until a satisfactory bidder is found.
12. The project is awarded to the lowest responsible bidder via contract between the Contractor and SCDDSN.
13. The CM obtains a signed Lifetime Monetary Cap form from the family.
14. Upon receipt of the signed contract and Contractor’s insurance certificates, the SCDDSN Engineering Division will notify the CM, the CM will request approval from the SCDDSN Waiver Administration Division and, once approved, authorizes the project. The authorization will be made out to the winning Contractor.
15. Upon completion of the work, review and approval by the SCDDSN Engineering Division, an invoice will be sent to Financial Manager and the Contractor will be paid.

Note: If the Contractor requests adjustments to the specs design specs, the Waiver Case Manager/Early Interventionist will be contacted and the work will stop until the adjustments can be addressed. The Waiver Case Manager/Early Interventionist will contact the Central Office Waiver Coordinator and the Contractor to address the proposed adjustments to the design specifications.

Authorizing the Service: If the chosen provider is enrolled with SCDHHS they should bill Medicaid directly for the modification, the **Authorization for Services (ID/RD Form A-36)** should be used. Include a copy of the authorized bid and the Environmental Modification consultation, if applicable, with the authorization.

If the chosen provider is not enrolled with SCDHHS, the **Authorization for Service (ID/RD Form A-8)** should be used. Include a copy of the authorized bid and the Environmental Modification consultation, if applicable, with the authorization.

Note: If the participant/legal guardian desires Environmental Modifications above the \$7,500 lifetime cap and can secure separate funding for those modifications that would exceed the cap, they can **privately** contract with the same provider. Any additional work funded by the family or other outside resources cannot be a part of the Waiver Case Manager’s written authorization or the written specifications/scope of work for the waiver-funded service. Rather, it must be negotiated as a separate contract between the participant/legal guardian and the contractor.

Note: If the participant enters the hospital before the modification is initiated by the provider, the Waiver Case Manager must suspend the service, using the Notice of Suspension of Service (ID/RD Form 16-C), until the participant exits the hospital. The CM/EI should notify the Central Office Waiver Coordinator immediately upon notification that the individual entered the hospital if there is a pending environmental modification.

Monitoring Services: The CM/EI must monitor the service for completion, effectiveness, benefits, and usefulness of the service along with the participant’s/family’s satisfaction with the service. **When the CM/EI completes the procurement process, the following guidelines also must be followed when monitoring Environmental Modifications:**

- On-site monitoring of completed modifications must be conducted within two (2) weeks of completion (before payment is issued) to verify that the work is complete (i.e. all components of the project, as described in the written specifications/scope, have been fulfilled), adequate, and satisfactory to the family within **two weeks** of completion before payment is requested and issued.
- Monitoring of this service must be conducted with the participant/legal guardian.

Some items to consider during monitoring include:

- ❖ During construction: Has the modification begun? Is the participant satisfied with the work that has been done so far? Does the provider show the participant courtesy and respect when working in his/her home?
- ❖ Once the modification is complete: Was the modification completed as originally prescribed?
- ❖ Is the modification functional?
- ❖ Is the participant satisfied with the end result of the modification?
- ❖ How has it made his/her home more accessible and safe?
- ❖ Was he/she satisfied with the provider of the modifications?
- ❖ Did the provider show up at scheduled times and respect the wishes of the participant and his/her family?
- ❖ Are there additional needs that were included in the bid and the authorized modification that were not met by the provider?

Reduction, Suspension or Termination of Services: If services are to be reduced, suspended or terminated, a written notice must be sent to the participant/representative including the details regarding the change(s) in service, the allowance for appeal, and a ten (10) calendar day waiting period (from the date that the reduction/suspension/termination form is completed) before the reduction, suspension or termination of the waiver service(s) takes effect. See *Chapter 9* for specific details and procedures regarding written notification and the appeals process.

**S. C. DIVISION OF DISABILITIES AND SPECIAL NEEDS
ID/RD WAIVER**

Acknowledgment of Lifetime Monetary Cap for Environmental Modifications

Participant Name: _____

Medicaid #: _____

CM/EI Provider: _____

CM/EI Name: _____

This participant's record has been reviewed. Since 29 May 1999, \$_____ of ID/RD Waiver funding has been used to complete modifications on his/her behalf. The modifications being requested will cost \$_____. This amount, in addition to the amount previously spent, will not exceed the lifetime monetary cap of \$7,500 for the above-named ID/RD Waiver participant.

Participant/Legal Guardian's Signature

Date

****THIS DOCUMENT MUST REMAIN IN THE WORKING FILE AT ALL TIMES. ****

S. C. DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS



ID/RD WAIVER

Environmental Modifications Fact Sheet for Participants Who Live in Privately Owned or Rented Homes

- Environmental modifications for people served through the Intellectual Disability/Related Disabilities (ID/RD) Waiver depend upon the participant's assessed needs and whether funding is available under the lifetime monetary cap of \$7,500. Procurement law and regulations apply along with specific restrictions and limits since federal Medicaid funding is being used.
- To be eligible for modifications, a privately owned or rented house or apartment must be sanitary, safe, adequately maintained, and architecturally feasible for cost-effective modification methods.
- The homeowner or landlord's permission must be obtained prior to evaluating the property for modification.
- Routine home maintenance, such as cleaning, painting, roof repair/replacement, gutter clearing, pest control, plumbing repairs, water damage repairs, floor repairs, appliance repairs, and yard work, are not provided as Environmental Modifications. These issues are the responsibility of the homeowner or landlord/tenant.
- Modifications are provided only to improve a participant's safety and functional independence in his/her home. Requests will only be considered for essential modifications, such as an entrance/exit ramp, widening of selected exterior/interior doorways, flooring to facilitate wheelchair movement, alterations to make a bathroom accessible, etc. Environmental Modifications may also include consultation and assessment to determine the specific needs and follow-up inspections upon completion of the project.
- Home additions (addition of square footage) are not allowed.
- Due to significant differences in the framework and flooring support structures used in mobile homes and manufactured housing, conventional ceramic tile showers/floors cannot be provided. The most appropriate and cost-effective solution is a pre-fabricated, accessible shower unit.
- Upgraded and expensive materials and fixtures, such as decorative marble or tile flooring/walls, brass faucets, wallpaper, etc., are not permitted.
- In some instances, modifications are not feasible because of architectural, sanitary, or other basic habitability considerations. When this is the case, the Waiver Case Manager and/or the Financial Manager may offer alternatives such as assistance in securing accessible public housing or another rental dwelling.
- The participant and any family members or other persons who live in the home or who would otherwise be affected by the completed modifications must agree to what work will be done before the request can be approved. Therefore, the participant and other homeowner/landlord must sign an agreement about the modifications before services can be authorized.
- Environmental modifications must be completed by a licensed contractor and comply with all local building ordinances.
- If unforeseen structural problems or damage are discovered after a modification project has started that resulted from pre-existing maintenance neglect, plumbing leaks, improper drainage, or termites, it will be the responsibility of the homeowner/landlord to correct the structural problems or damage before the modifications can continue.
- If any of the outlined specifications given to you by your Waiver Case Manager/Early Interventionist cannot be met due to architectural designs, you must notify your Waiver Case Manager/Early Interventionist prior to authorization of the project.

**S. C. DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS
ID/RD WAIVER**

Environmental Modifications Project Agreement

- 1) ☐ I understand that the requested environmental modifications are being funded with public money. This consists primarily of federal Medicaid funding and a smaller portion of state funding. I understand that the lifetime cap for this service is \$7,500 and that it cannot be exceeded for any reason.
- 2) ☐ I have seen and agreed to the specifications for the requested environmental modifications. I understand that only what is in the approved specifications will be provided and funded.
- 3) ☐ I understand that under South Carolina state procurement law, the requested environmental modifications project must be awarded to the lowest qualified, responsible bidder.
- 4) ☐ I agree that I will not request or instruct the contractor to change any of the approved specifications after the project is awarded.
- 5) ☐ I agree that any additional work performed by the contractor must be separately negotiated between the contractor and homeowner and will be the sole financial responsibility of the homeowner.
- 6) ☐ I agree to work cooperatively with the contractor to ensure a positive working relationship during the course of the project.
- 7) ☐ I agree to be available during the project if the contractor needs to take measurements of me or my wheelchair or ask questions to ensure that I will benefit from these modifications.
- 8) ☐ If applicable, I understand that I must notify the DDSN Professional Design Team immediately if any unforeseen problems occur during the project.
- 9) ☐ I understand that if pre-existing home/property maintenance conditions or structural problems that affect the requested environmental modifications are identified after the project begins, work must be suspended until the problems are adequately resolved. I agree that it is the responsibility of the homeowner to correct these problems.

I have read, understand and agree to each of the above terms. I also understand that the requested environmental modifications cannot proceed without my signature below.

Signature of ID/RD Waiver Participant (if age 18 years or older)
OR

Date

Signature of Parent/Legal Guardian/Homeowner

Date

Signature of Waiver Case Manager/Early Interventionist

Date

**S. C. DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS
ID/RD WAIVER**

Acknowledgment of Bid Submission for Environmental Modifications

Provider/Contractor: _____

Address: _____

Participant Name: _____

The _____ (Case Management/Early Intervention Provider) has received your bid in the amount of \$_____ for environmental modifications that are proposed for the above named ID/RD Waiver participant. Your bid will be reviewed along with others submitted. If your bid is approved, you will receive written authorization from the Waiver Case Manager/Early Interventionist (CM/EI). **Under no circumstance should you begin work on these environmental modifications without written authorization from the Waiver Case Manager/Early Interventionist.** ID/RD Waiver funding cannot be used to pay for a service that was initiated or provided prior to authorization. If you have any questions, please do not hesitate to contact me at the number noted below.

CM/EI Provider: _____ CM/EI Name: _____

Address: _____

Phone #: _____

Signature of Waiver Case Manager/Early Interventionist

Date

Original: Provider/Contractor / Copy: File

Release of Liability

Please Type or Print

Participant's Name: _____

The South Carolina Department of Disabilities and Special Needs (SCDDSN) has implemented a process for Environmental Modifications wherein SCDDSN employees and/or contracted architects will complete the Environmental Modification Assessment and the procurement process. This process was implemented by SCDDSN in an effort to avoid negative outcomes from completed Environmental Modifications. The process will allow for trained professionals to manage the environmental modifications from start to finish.

As a waiver participant/Legal Guardian, you may choose to forgo this process and arrange for an Environmental Modification with an assessor who meets the provider qualifications outlined in the waiver manual. Your Waiver Case Manager will then work with you to complete the procurement process in order to obtain a contractor to complete the construction work.

I, _____, as a waiver participant/legal guardian of waiver participant, have been made aware of the South Carolina Department of Disabilities and Special Needs' (SCDDSN) internal process for completing an Environmental Modification. This process has been explained to me, and I have received a written copy of the SCDDSN Environmental Modification process, as attached. I have chosen not to participate, and would prefer to move forward with an environmental modification based on specifications that have not undergone this process.

By signing this release, I agree that SCDDSN will not be held liable for the Environmental Modification, completed with the funds available to me through the ID/RD Waiver, since I did not avail myself of the SCDDSN Environmental Modifications process. I release SCDDSN of any and all liability which occurs due to the work of the contractor. I also agree that the quality of the contractor's work will not be the responsibility of SCDDSN.

Participant/Legal Guardian

Date

Waiver Case Manager/Early Interventionist

Date

Attachment- Environmental Modification Chapter- ID/RD Waiver manual